

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1939 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 304AINSTRUCTIONS FOR FILLING OUT FORM SR-314A, "APPLICATION WORK SHEET"
(Applicable to all farms in Area A)

Form SR-314A, "Application Work Sheet" (hereinafter referred to as form 314A), has been designed to take the place of pencil copies of the application for payment prepared by county offices under previous programs. On this form will be assembled all data required in the preparation of the application for payment except that appearing on Forms ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program", and Forms ACP-69, "Assignment".

A form 314A should be prepared for each farm with respect to which an application for payment (including a cotton or rice price adjustment application) is to be filed in 1939, and may also be prepared for multiple-unit farms where the cotton acreage allotment has been overplanted and the producers thereon request that a separate cotton marketing card be issued to each producer on the basis of his acreage share. (It should be borne in mind that if a person makes application for payment with respect to one farm under the 1939 Agricultural Conservation Program he must make application with respect to all farms in the county which he operates or rents to other persons for a share of the crops produced thereon.) Form 314A is for use merely as a work sheet for the application for payment and need be prepared in the original only.

The instructions set out below should be followed in the preparation of form 314A.

Farm Serial No.: Enter this number from the corresponding Form SR-312, "Performance Report" (hereinafter referred to as form 312). In the wind-erosion area,^{1/} if the farm covered by the form 314A is owned or leased by (a) a conservation district, (b) an association determined by the State committee to have been organized for conservation purposes, or (c) a State agency authorized by law to own or lease land for wind-erosion control purposes, enter the notation "Wind-erosion farm" immediately following the farm serial number. In the special wind-erosion area,^{2/} if the farm covered by the form 314A is an irrigated

- ^{1/} OKLAHOMA: Beaver, Cimarron, Harper, and Texas counties;
TEXAS: Dallam, Deaf Smith, Hansford, Hartley, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, and Sherman counties.
- ^{2/} OKLAHOMA: Cimarron and Texas counties;
TEXAS: Dallam, Hartley, Moore, and Sherman counties.

farm, enter the notation "Irrigated farm" immediately following the farm serial number.

Name of county: The name of the county may be entered if desired.

Line 1, columns A and B: If sugar beets are grown on the farm in 1939, enter the notation "Sugar beets" and follow it by the total acreage thereof, from Section II of form 312.

Line 2(a), column B: Enter the total acreage of cropland in the farm. This includes all farm land which in 1938 was tilled or was in a regular rotation (excluding restoration land and any land which constitutes or, if such tillage is continued, will constitute a wind erosion hazard to the community). For all Group 1-A cotton farms, this figure will be taken from column 5 of Form ACP-84, "Listing Sheet for 1939 Farm Cotton Acreage Allotments and Yields"; for all farms other than Group 1-A cotton farms, this figure will be taken from line 16, column D, of Form SR-213, "Report of Performance", if performance was checked on the farm in 1938. In all other cases the cropland must be determined by the county committee.

Line 2(b), column B: Enter the total acreage of commercial orchards, from Section V of form 312.

Line 3(a), column B: Enter the total acreage of noncrop open pasture land, from Section VI of form 312.

Line 3(b), column B: For farms in Oklahoma and Texas, enter the total grazing capacity of the noncrop open pasture land, from Section VI of form 312.

Line 4(a), column B: Enter the restoration land goal established for the farm.

Line 4(b), column A: For farms in designated counties in Oklahoma and Texas, enter any of the following items of deduction which are applicable, from Section VII of form 312:

- (1) Cropping restoration land.
- (2) Failure to carry out approved conservation measures on restoration land.
- (3) Breaking out native sod.
- (4) Failure to prevent wind and water erosion.

Line 4(b), column B: Enter the acreage of any item of deduction listed in line 4(b), column A, from Section VII of form 312.

Line 1, column F: Enter the name of any crop, other than cotton or general (or wheat, if the farm is a non-allotment wheat farm), shown

in the column-headings following the word "Cotton" in Section II of form 312. (If no cotton allotment is established and no cotton is planted on the farm and more than one column is needed, strike out the word "Cotton" in line 1, column E, and enter the name of one of such crops.) If there are four crop names to be entered, subdivide column F (and N) and enter the name of one such crop in each subcolumn.

If Section II of form 312 shows that an acreage of wheat in excess of 8 acres was harvested for grain or hay on the farm in 1939, enter the words "Usual wheat" in each of the following cases:

(1) If the farm is in one of the following counties and the wheat acreage allotment was determined to be 8 acres or less and the persons who had an interest in the wheat planted on the farm elected on or before December 31, 1938, to have such farm considered as a non-allotment farm: OKLAHOMA: Kay, Noble, Logan, Oklahoma, Canadian, Grady, Comanche, Cotton, and all counties lying west of these counties; TEXAS: Clay, Jack, Palo Pinto, Erath, Hamilton, Lampasas, Burnett, Blanco, Kendall, Bandera, Medina, Atascosa, Live Oak, Jim Wells, Kleberg, and all counties lying west of these counties.

(2) If the farm is in some county other than those referred to in (1) above and no wheat acreage allotment was established for the farm.

(3) If the farm is a wind-erosion farm.

Line 1, column G: If the farm is considered as a non-general allotment farm, enter the notation "Non" above the word "General".

Line 2, column D: Enter the total acreage classified as soil-depleting, from the "Totals" line of the subcolumn headed "First crop" in Section II of form 312.

Line 2, column E: Enter the acreage of cotton, from the "Total Crop Acreages" line of the column headed "Cotton" in Section II of form 312.

Line 2, column F: Enter the acreage(s) of the crop(s) listed in line 1, column F, from the "Total Crop Acreages" line of the applicable column(s) in Section II of form 312.

Line 2, column G: Enter the acreage of general soil-depleting crops, from the "Total Crop Acreages" line of the applicable column in Section II of form 312.

Line 3, column D: Enter the total allotment established for the farm, from column 22 of Form SR-304-G, "Listing Sheet for All 1939 Farm Acreage Allotments".

Line 3, column E: Enter the cotton allotment, from column 16 (or column 18, if a redistribution was made) of Form ACP-84.

Line 3, column F: Enter the acreage allotment(s) established for the crop(s) listed in line 1, column F, from the applicable columns 8, 9, and 11 of Form SR-304-G. If the words "Usual wheat" have been entered in line 1, column F, enter the usual wheat acreage, from column 16 of Form SR-204-W.

Line 3, column G: Enter the general soil-depleting allotment, from column 19 of Form SR-304-G. If the farm is considered as a non-general allotment farm, make no entry in this space.

Line 4, column E: Enter the approved cotton yield per acre, from column 23 of Form ACP-84.

Line 4, column F: Enter the approved yield(s) per acre for the crop(s) listed in line 1, column F. For wheat this figure will be taken from column 20 of Form SR-204-W; for rice it will be taken from column 15 of Form SR-304-R; and for peanuts it will be taken from column 17 of Form SR-304-P.

Line 4, column G: Enter the productivity index for the farm, from column 20 of Form SR-304-G.

Lines 2, 3, and 4, column H, and lines 2 and 3, column J: Enter the practice number of each approved soil-building practice carried out on the farm in 1939, from Section II of Form SR-312A, "Supplement to Performance Report" (hereinafter referred to as form 312A).

Lines 2, 3, and 4, column I, and lines 2 and 3, column K: As soon as all approved soil-building practices have been carried out on the farm, enter the number of units of each such practice, from Section II of form 312A. This involves the summarization of all units of each practice carried out in 1939 on the various fields on the farm.

Line 4, column K: Enter the total number of units of approved soil-building practices carried out on the farm in 1939.

Line 6, column L: Enter the name and address of the landlord, from Section I of form 312.3/ (If the farm is composed of two or more

3/ The county committee should investigate each case where husband and wife, or parent and child, or others of close kin are shown as separate producers on the farm, to determine if such persons are actually operating under separate leases or operating agreements and each is in fact entitled to a separate share of the crop(s). If it is found that only one of such persons is a party to the lease or operating agreement, the name of the other person should be omitted from form 314A and the acreage shares of such persons should be combined.

separately-owned tracts of land, the name and address of one of the landlords shall be entered in line 6 and the remainder entered in line 8 and succeeding lines and followed by the notation "LL".) If the landlord is also the operator, enter the word "Same".

Line 7, column L: Enter the name and address of the farm operator, from Section I of form 312.^{2/} If the operator is a cash, standing, or fixed rent tenant, his status shall be entered immediately following his name.

Lines 8 through 17 and 19 through 42, column L: Enter the names of all tenants and sharecroppers who are entitled to share in the soil-depleting crops or who have carried out approved soil-building practices on the farm in 1939.^{2/} These names will be taken from Section II of form 312 and Section II of form 312A. If one form 314A is not sufficient for listing all such tenants and sharecroppers, additional forms 314A should be used as continuation sheets.

Lines 6 through 17 and 19 through 42, columns M, N, and O: Enter following the name of each interested person the share of each crop (including wheat, wherever an acreage is entered for wheat in line 3), listed in line 1, columns E, F, and G, to which such person is entitled at the time of harvest, from Section II of form 312 (or Section III of Form SRM-304, "Report of 1939 Wheat Acreage", in the case of wheat). This involves the summarization for each person of all acreage shares of each such crop. The total share for each person may be shown in either acreages or percentages where there is only one producer unit on the farm, but must be shown in acreages where there are two or more producer units. The acreages and percentages shall be expressed to the nearest tenth of an acre or percent. If one person is entitled to all of a given crop, enter the word "All" in the appropriate column following his name. (On non-general allotment farms, it is necessary to divide the acreage of general crops only in cases where (1) the entry in line 2, column D, exceeds the entry in line 2, column B, by more than 20 acres, or (2) there is an entry in line 4(b), column B.)

On farms which are composed of more than one producer unit, if

- (1) Any special crop for which an allotment is established is not grown on the farm in 1939; or
- (2) The acreage of any such crop for any producer is substantially reduced by flood, hail, drought, or insects in 1939; or
- (3) For any reason the total acreage of cotton on the farm in 1939 is less than 80 percent of the cotton acreage allotment established for the farm and the acreage of cotton which is or would have been grown thereon by any tenant or sharecropper in 1939 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally grow thereon,

circle on form 314A the acreage figures, if any, taken from Section II of form 312 (or Section III of Form SRM-304) and enter immediately above or to the right thereof the acreage shares to which the county committee finds the different producers would have been entitled if the entire acreage in the allotment for such crop had been planted and harvested in 1939. In no event will the acreage share so determined for any producer be less than such producer's acreage share of the 1939 planted acreage of such crop, as shown in Section II of form 312.

Where any of the conditions described in (1), (2), and (3) above exists, the farm operator or other producer on the farm must submit to the county committee a signed statement setting forth the following information, before the committee attempts to determine the acreage shares for each producer:

- (a) The normal acreage of each of the crops in question grown by each producer (or his predecessor) on the farm, as well as the division of such crop under the terms of the lease or operating agreement.
- (b) The acreage and division of each of the crops in question which, according to his lease or operating agreement, would have been grown by such producer in 1939 if the entire acreage in the acreage allotment for such crop had been grown on the farm in 1939.

The information submitted by the farm operator shall be carefully considered by the county committee and the normal acreage data compared with all available records in the county office. The operator's statement shall be kept as a permanent record in the county office.

Where the acreage allotment for any crop is divided among the interested persons pursuant to provision (2) above (by reason of the fact that the acreage of such crop for one or more such persons was substantially reduced by flood, hail, drought, or insects), the name of such crop, followed by the cause of such reduction, shall be entered below line 18 of form 314A. For example, "Cotton - flood."

The division of the cotton acreage determined by the county committee pursuant to provision (3) above will not become effective as a basis for dividing the payment or deduction computed with respect to such crop unless all the persons who are entitled to share in such crop at the time of harvest agree in writing to such division. This agreement may be signified by the fact that all such persons sign the application for payment covering the farm or it may be signified on a separate statement. The latter alternative is probably advisable in those cases where it is possible that some of the interested persons may not be available to sign the application for payment but are available at the time the county committee makes its determination. The statement referred to must set forth (a) the name and address of each interested person; (b) such person's acreage share of the actual 1939 planted acreage of cotton; (c) such person's acreage share (as determined by the county committee) of the cotton

acreage allotment, and (d) a statement that such acreages are correct and are in accordance with the determination of the county committee and the agreement of all interested persons. The statement must be properly signed by all interested persons, and a sufficient number of copies prepared to allow one of same to be attached to the agricultural conservation application and one to each price adjustment application prepared with respect to the farm.

Where there is only one producer unit on the farm and no acreage of a given crop is grown in 1939, the acreage in the allotment shall be divided between the tenant or sharecropper and the landlord, if any, in accordance with the division of the crop set forth in the lease or operating agreement. Where there is only one producer unit on the farm and any acreage of the crop is grown, it must be divided in accordance with the division set forth in the lease or operating agreement.

On farms which are composed of two or more separately-owned tracts of land and which are covered by Forms ACP-86, "Request for Combination of Separately Owned Tracts of Land into One Farm and Owners' Agreement", circle on form 314A the acreage figures taken from Section II of form 312 (or Section III of Form SRM-304) and enter immediately above or to the right thereof the shares of the different producers in the respective acreage allotments which were or could have been established for the land in which they have an interest.

In any case where it appears, from the acreage shares of the different producers (whether division is made on the basis of the acreage grown in 1939 or on the basis of the acreage allotment), that there may have been a change in 1939 between the landlord or operator and the tenants or sharecroppers which would increase the amount of payment to such landlord or operator with respect to the farm in question over the amount which he would otherwise have received, and in any case where it appears that the landlord or operator has reduced the number of tenants or sharecroppers below the average number on the farm during the three years 1936-1938, the county committee shall make a thorough investigation of the case in accordance with the instructions set out in 1939 General Letter No. 15, which was issued by this Division under date of May 23, 1939. If the committee finds from this investigation that an unjust change or reduction has been made by the landlord or operator, it shall set forth its findings and recommendations in a statement signed by at least two of its members and attach such statement to the form 314A for subsequent attachment to the application(s) for payment and submission to the State office. (A sufficient number of copies of the statement shall be prepared so that one copy may be furnished the landlord or operator, two copies attached to each application for payment prepared with respect to the farm, and one copy retained as a permanent record in the county office.)

Lines 6 through 17 and 19 through 42, column P: Enter following the name of each interested person the total units of approved soil-building practices carried out by such person on the farm in 1939, from Section II of form 312A. This involves the summarization for each

person of all units of practice carried out by such person.

Where any person other than the landlord or operator is shown as carrying out soil-building practices and is not also shown as sharing in the soil-depleting crops, such person's relationship to the farm in question at the time the practices were carried out must be explained. The explanation must be in the form of a statement, signed by the producer in question and approved by a member of the county committee, attached to the form 314A for subsequent attachment to the application for payment and submission to the State office.

Lines 6 and 7, column Q: Enter following the names of the landlord and the operator the acreage share of the restoration land goal attributable to each such person. The acreage in the restoration land goal shall be divided equally between the landlord and the operator unless the county committee determines that such persons did not contribute equally to the acreage in such goal and to the carrying-out of restoration land measures on the farm. In the latter event, the acreage in such goal shall be divided in the proportion that the county committee determines such landlord and operator contributed to such goal and to such restoration land measures carried out on the farm.

Line 18 (or line 43), columns M, N, O, P, and Q: Total the acreage or unit shares in each column. If the acreage shares in column M, N, or O have been circled, enter separate totals for the circled and uncircled figures. If there are two sets of totals, the totals of the circled figures must equal the 1939 acreage figures in line 2 of the respective columns, and the totals of the uncircled figures must equal the allotment figures in line 3 of the respective columns. Where no figures have been circled, the totals of the columns must equal the 1939 acreage figures in line 2 of the respective columns.

The total of column P must equal the figure in line 4, column K, and the total of column Q must equal the figure in line 4(a), column B.

After the form 314A has been completed, a careful check should be made to determine if normal farming operations have been carried out on the farm in 1939 in accordance with the definition of the term set out in 1939. If the total acreage of soil-depleting crops entered in line 2, column D, equals or exceeds 50 percent of the total allotment entered in line 3, column D, normal farming operations will be deemed to have been carried out and it will not be necessary to make any further check in this connection.

If the total acreage of soil-depleting crops is less than 50 percent of the total allotment, however, a further investigation must be made to determine if normal farming operations have been carried out; that is, whether at least 50 percent of the total allotment has been devoted to one or more of the following uses:

- (1) A crop seeded for harvest in 1939,

- (2) A crop (other than wild hay) harvested in 1939,
- (3) Summer-fallow in 1939,
- (4) Seeded legumes or grasses (other than those seeded in the fall of 1939), or
- (5) Small grains (other than small grains seeded in the fall of 1939) seeded for pasture in 1939.

Where the total acreage of soil-depleting crops is less than 50 percent of the total allotment, the results of the investigation shall be set forth as follows:

- (1) If it is found that normal farming operations (as defined in 1939 General Letter No. 14) were, in fact, carried out, enter the notation "Normal farming operations" immediately above line 1 of form 314A.
- (2) If it is found that the farm operator failed to carry out normal farming operations and the county committee determines that such failure was due to causes beyond his control, it shall set forth its findings and recommendations in a statement signed by at least two of its members and attach such statement to the form 314A for subsequent attachment to the application(s) for payment and submission to the State office. (A sufficient number of copies of the statement shall be prepared so that one copy may be attached to each application for payment prepared with respect to the farm and one copy retained as a permanent record in the county office.)
- (3) If it is found that normal farming operations were not carried out and the farm operator's failure to carry them out was not due to causes beyond his control, the following notation shall be entered immediately above line 1 of form 314A: "Farm idle in 1939".

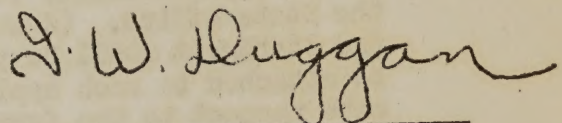
The county committee shall also carefully consider the farming operations of each person shown on the form 309A, to determine

- (1) If he has adopted any practice (including the misuse of "white" marketing cards in 1938) which tends to defeat any of the purposes of the 1939 or previous agricultural conservation programs (or the purposes of the 1939 Price Adjustment Program); or

- (2) If, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, he has offset, or has participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized; or
- (3) If, with respect to forest land or woodland owned or controlled by him, he has adopted any practice which is contrary to sound conservation practice; or
- (4) If he has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the limitation of payment (to \$10,000) set out in Section 11B of SRB-301B.

If the committee finds that any person has done one or more of the things outlined above, it shall set forth its findings and recommendations in a statement over the signatures of at least two of its members. A sufficient number of copies of the statement shall be prepared so that two copies may be submitted to the State office with each applicable application for payment, one copy forwarded to the producer in question, and one copy retained as a permanent record in the county office.

Issued July 29, 1939, with the approval of the Acting Administrator.



I. W. Duggan,
Director, Southern Division.

SRB-304A
Amendment 1

Issued August 8, 1939

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM

Southern Region Bulletin 304A
Amendment 1

1. The second paragraph beginning on page 3 of Southern Region Bulletin 304A is hereby amended to read as follows:

"(1) If the farm is in one of the following counties and the wheat acreage allotment was determined to be 8 acres or less and the persons who had an interest in the wheat planted on the farm elected on or before December 31, 1938, to have such farm considered as a non-allotment farm: OKLAHOMA: Kay, Noble, Logan, Oklahoma, Cleveland, Canadian, Grady, Comanche, Cotton, and all other counties in Oklahoma lying west of these counties; TEXAS: Bailey, Lamb, Hale, Lubbock, Lynn, Borden, Scurry, Fisher, Nolan, Runnels, Coleman, Brown, Mills, Hamilton, Coryell, Bell, McLennan, Hill, Ellis, Dallas, Collin, Fannin, and all other counties in Texas lying north of these counties, except Stonewall, Hood, and Somervell counties".

Issued August 8, 1939, with the approval of the
Administrator.



I. W. Duggan

I. W. Duggan,
Director, Southern Division.



Issued September 11, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 304A

INSTRUCTIONS FOR FILLING OUT FORM SR-314A,
"APPLICATION WORK SHEET"

(Applicable to all farms in Area A)

Amendment 2

The third paragraph beginning on page 2 of Southern Region Bulletin 304A is hereby amended to read as follows:

"Line 2(a), column B: Enter the total acreage of cropland in the farm. This includes all farm land which in 1938 was tilled or was in a regular rotation (excluding restoration land and any land which constitutes or, if such tillage is continued, will constitute a wind erosion hazard to the community). For all Group 1-A cotton farms, this figure will be taken from column 5 of Form ACP-84, "Listing Sheet for 1939 Farm Cotton Acreage Allotments and Yields"; for all farms other than Group 1-A cotton farms, this figure will be taken from line 20, column C, of Form SR-213, "Report of Performance", if performance was checked on the farm in 1938. In all other cases the cropland must be determined by the county committee".

Issued September 11, 1939, with the approval of the acting Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

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Issued September 23, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 304A

INSTRUCTIONS FOR FILLING OUT FORM SR-314A,
"APPLICATION WORK SHEET"

(Applicable to all farms in Area A)

Amendment 3

The first paragraph beginning on page 9 of Southern Region Bulletin 304A is hereby amended to read as follows:

"Where the total acreage of soil-depleting crops is less than 50 percent of the total allotment, the results of the investigation shall be set forth as follows:

- (1) If it is found that normal farming operations (as set out above) were, in fact, carried out, enter the notation 'Normal farming operations' immediately above line 1 of form 314A.
- (2) If, in the judgment of the county committee, a farm is not idle even though normal farming operations were not carried out on the farm, in accordance with the above provisions, the county committee shall set forth its findings and recommendations in a statement, signed by at least two of its members, and attach such statement to the form 314A for subsequent attachment to the application(s) for payment and submission to the State office. (A sufficient number of copies of the statement shall be prepared so that one copy may be attached to each application for payment prepared with respect to the farm and one copy retained as a permanent record in the county office.)
- (3) In all cases where normal farming operations were not carried out on the farm, except those described in (2) above, the following notation shall be entered immediately above line 1 of form 314A: 'Farm idle in 1939'."

Issued September 23, 1939, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

SRB-304A
Amendment 4

Issued September 30, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 304A

INSTRUCTIONS FOR FILLING OUT FORM SR-314A, "APPLI-
CATION WORK SHEET"

(Applicable to all farms in Area A)

Amendment 4

The last sentence in the third paragraph beginning on page 5
of Southern Region Bulletin 304A is hereby amended to read as follows:

"(On non-general allotment farms, it is necessary
to divide the acreage of general crops only in cases where
(1) the entry in line 2, column D, exceeds the entry in
line 3, column E, by more than 20 acres, or (2) there is
an entry in line 4(b), column B.)"

Issued September 30, 1939, with the approval of the
Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

Issued October 17, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 304A

INSTRUCTIONS FOR FILLING OUT FORM SR-314A,
"APPLICATION WORK SHEET"

(Applicable to all farms in Area A)

Amendment 5

The instructions for executing line 1, column F of Form SR-314A, which begin at the bottom of page 2 and continue to the middle of page 3, are hereby amended to read as follows:

"Line 1, column F: Enter the name of any crop, other than cotton or general, shown in the column headings following the word "Cotton" in Section II of form 312. (If no cotton allotment is established and no cotton is planted on the farm and more than one column is needed, strike out the word "Cotton" in line 1, column E, and enter the name of one of such crops.) If there are four crop names to be entered, subdivide column F (and N) and enter the name of one such crop in each subcolumn.

"If Section II of form 312 shows that an acreage of wheat was harvested for grain or hay on the farm in 1939, enter the word 'Usual' above the word 'Wheat' in each of the following cases:

"(1) If the farm is in one of the following counties and the wheat acreage allotment was determined to be 8 acres or less and the persons who had an interest in the wheat planted on the farm did not elect to have such farm considered as a wheat allotment farm: OKLAHOMA: Kay, Noble, Logan, Oklahoma, Cleveland, Canadian, Grady, Comanche, Cotton, and all other counties in Oklahoma lying west of these counties: TEXAS: Bailey, Lamb, Hale, Lubbock, Lynn, Borden, Scurry, Fisher, Nolan, Runnels, Coleman, Brown, Mills, Hamilton, Coryell, Bell, McLennan, Hill, Ellis, Dallas, Collin, Fannin, and all other counties in Texas lying north of these counties, except Stonewall, Hood, and Somervell counties.

"(2) If no wheat allotment was established but a usual acreage of wheat was established for the farm.

"(3) If the farm is a wind-erosion farm."

Issued October 17, 1939, with the approval of the Acting Administrator.

I. W. Duggan
I. W. Duggan,
Director, Southern Division.

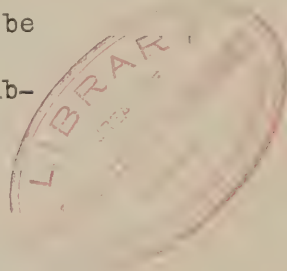
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AGRICULTURAL ADJUSTMENT ADMINISTRATION
1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 304A
INSTRUCTIONS FOR FILLING OUT FORM SR-314A, "APPLICATION WORK SHEET."
Amendment 6

Southern Region Bulletin 304A is hereby amended by adding the following new paragraph near the top of page 4, following the instructions for executing line 3, columns D, E, F, and G of Form SR-314A:

In all cases the acreage allotment to be entered in line 3, column D, E, F, or G will be the final and correct allotment. In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting, of an acreage allotment for a commodity larger than the finally approved acreage allotment for that commodity and was not notified of the finally approved acreage allotment until after planting was completed, and the county committee finds that such producer, acting solely upon information contained in the erroneous notice, planted an acreage to the commodity in excess of the finally approved acreage allotment, a statement containing the information set out below shall be executed by the farm operator and at least two members of the county committee. A sufficient number of copies of the statement shall be prepared so that two copies thereof may be attached to the agricultural conservation application and any applicable price adjustment application and submitted therewith to the State office.

- (1) The amount of the erroneous acreage allotment
- (2) The date the notice of the erroneous acreage allotment was mailed to the producer.
- (3) The acreage which had been planted (seeded) to the commodity on the farm at the time the notice of the erroneous acreage allotment was received by the producer.
- (4) The amount of the correct acreage allotment
- (5) The date the notice of the correct acreage allotment was mailed to the producer



- (6) The acreage which had been planted (seeded) to the commodity on the farm at the time the notice of the correct acreage allotment was received by the producer.
- (7) A statement that the producer, in planting an acreage to the commodity in excess of the correct acreage allotment, acted solely upon the information contained in the notice of the erroneous acreage allotment.

Issued November 9, 1939, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

Issued July 29, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1939 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 304B

AUG 17 1939

INSTRUCTIONS FOR FILLING OUT FORM SR-309A, "APPLICATION WORK SHEET"
(Applicable to all farms in Area B)

Form SR-309A, "Application Work Sheet" (hereinafter referred to as form 309A), has been designed to take the place of pencil copies of the application for payment prepared by county offices under previous programs. On this form will be assembled all data required in the preparation of the application for payment except that appearing on Forms ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program", and Forms ACP-69, "Assignment".

A form 309A should be prepared for each farm with respect to which an application for payment (including a cotton or rice price adjustment application) is to be filed in 1939, and may also be prepared for multiple-unit farms where the cotton acreage allotment has been overplanted and the producers thereon request that a separate cotton marketing card be issued to each producer on the basis of his acreage share. (It should be borne in mind that if a person makes application for payment with respect to one farm under the 1939 Agricultural Conservation Program, he must make application with respect to all farms in the county which he operates or rents to other persons for a share of the crops produced thereon.) Form 309A is for use merely as a work sheet for preparing the application for payment and need be prepared in the original only.

The instructions set out below shall be followed in the preparation of form 309A.

Farm Serial No.: Enter this number from the corresponding Form SR-312, "Performance Report" (hereinafter referred to as form 312).

Name of county: The name of the county may be entered if desired.

Line 2(a), column B: Enter the total acreage of commercial orchards, from Section V of form 312.

Line 2(b), column B: Enter the total acreage of fenced non-crop open pasture land, from Section VI of form 312.

Line 3(a), column B: Enter the total acreage of cropland in the farm. This includes all farm land which in 1938 was tilled or was in a regular rotation. For all Group 1-A cotton farms, this figure will be taken from column 5 of Form ACP-84, "Listing Sheet for 1939 Farm Cotton Acreage Allotments and Yields"; for all farms other than Group 1-A cotton farms, this figure will be taken from line 18, column D, of Form SR-208, "Report of Performance", if performance was checked on the farm in 1938. In all other cases the acreage of cropland must be determined by the county committee.

Line 3(b), column B: Enter the total acreage of sugarcane for sugar (including that for seed), from Section II of form 312.

Line 4, column A: For farms for which a celery allotment is established in Manatee, Marion, Palm Beach, Sarasota, or Seminole county, Florida, enter the words, "Green manure crop".

Line 4, column B: For farms for which a celery allotment is established in Manatee, Marion, Palm Beach, Sarasota, or Seminole county, Florida, enter the acreage on which an approved green manure crop is plowed or disked under in 1939, from Section VII of form 312.

Line 1, columns F and G: Enter the name of any crop, other than cotton, (or wheat, if no wheat acreage allotment was established for the farm) shown in the column-headings following the word "Cotton" in Section II of form 312. (If no cotton allotment is established and no cotton is planted on the farm and more than two columns are needed, strike out the word "Cotton" in line 1, column E, and enter the name of one of such crops.) If there are four crop names to be entered, subdivide column F (and N) or column G (and O) and enter the name of one such crop in each subcolumn. If Section II of form 312 shows that an acreage of wheat in excess of 8 acres was harvested for grain or hay on the farm in 1939, and no wheat acreage allotment was established for the farm, enter the words "Usual wheat".

Line 2, column D: Enter the total acreage classified as soil-depleting, from the "Totals" line of the subcolumn headed "First crop" in Section II of form 312.

Line 2, column E: Enter the acreage of cotton, from the "Total Crop Acreages" line of the column headed "Cotton" in Section II of form 312.

Line 2, column F and G: Enter the acreages of the crops listed in line 1, columns F and G, from the "Total Crop Acreages" line of the applicable columns in Section II of form 312.

Line 3, column D: If the farm is one for which a special allotment (excluding vegetables) is established and on which general crops or livestock are produced for market, enter the total allotment established for the farm, from column 22 of Form SR-304G, "Listing Sheet for All 1939 Farm Acreage Allotments". In such cases, the notation "Com" should be entered in line 3, column D, immediately above the allotment figure.

If no total allotment was established for the farm, enter the sum of the special allotments (including vegetables), the proportionate share established for sugarcane, and the general allotment established for the farm. The general allotment figure is that appearing in column 19 of Form SR-304-G.

Line 3, column E: Enter the cotton allotment, from column 16 (or column 18, if a redistribution was made) of Form ACP-84.

Line 3, columns F and G: Enter the acreage allotments established for the crops in line 1, columns F and G, from the applicable columns 8, 9, 10, and 11, of Form SR-304-G, or column 15 of Form SR-304-V in the case of commercial vegetables. If the words "Usual wheat" have been entered in line 1 of the respective column, enter the usual wheat acreage, from column 16 of Form SR-204-W.

Line 4, column E: Enter the approved cotton yield per acre, from column 23 of Form ACP-84.

Line 4, columns F and G: Enter the approved yields per acre for the crops listed in line 1, columns F and G. For wheat this figure will be taken from column 20 of Form SR-204-W; for rice it will be taken from column 15 of Form SR-304-R; for peanuts it will be taken from column 17 of Form SR-304-P; and for potatoes it will be taken from column 21 of Form SR-304-Po.

Lines 2, 3, and 4, column H, and lines 2 and 3, column J: As soon as all approved soil-building practices have been carried out on the farm, enter the practice number of each such practice, from Section II of Form SR-312A, "Supplement to Performance Report" (hereinafter referred to as form 312A).

Lines 2, 3, and 4, column I, and lines 2 and 3, column K: Enter the number of units of each approved soil-building practice carried out on the farm in 1939, from Section II of form 312A. This involves the summarization of all units of each practice carried out in 1939 on the various fields on the farm.

Line 4, column K: Enter the total number of units of approved soil-building practices carried out on the farm in 1939.

Line 6, column L: Enter the name and address of the landlord (if other than the operator), from Section I of form 312.^{1/} (If the farm is composed of two or more separately-owned tracts of land, the name and address of one of the landlords should be entered in line 6 and the remainder entered in line 8 and succeeding lines and followed by the notation "LL".) If the landlord is also the operator, enter the word "Same".

Line 7, column L: Enter the name and address of the farm operator, from Section I of form 312.^{1/} If the operator is a cash, standing, or fixed rent tenant, his status shall be entered immediately following his name.

Lines 8 through 17 and 19 through 42, column L: Enter the names of all tenants and sharecroppers who are entitled to share in any special soil-depleting crop or who have carried out approved soil-building practices on the farm in 1939.^{1/} These names will be taken from Section II of form 312 and Section II of form 312A. If one form 309A is not sufficient for listing all such tenants and sharecroppers additional forms 309A should be used as continuation sheets.

Lines 6 through 17 and 19 through 42, columns M, N, and O:
Enter following the name of each interested person the share of each crop (including wheat wherever an acreage is entered for wheat in line 3) listed in line 1, columns E, F, and G, to which such person is entitled at the time of harvest, from Section II of form 312 (or Section III of Form SRM-304, "Report of 1939 Wheat Acreage", in the case of wheat). This involves the summarization for each person of all acreage shares of each such crop. The total share for each person may be shown in either acreages or percentages where there is only one producer unit on the farm, but must be shown in acreages where there are two or more producer units. The acreages and percentages shall be expressed to the nearest tenth of an acre or percent. If one person is entitled to all of a given crop, enter the word "all" in the appropriate column following his name.

For farms which are composed of more than one producer unit,
if

- (1) Any special crop for which an allotment is established is not grown on the farm in 1939: or

^{1/} The county committee should investigate each case where husband and wife, or parent and child, or others of close kin are shown as separate producers on the farm, to determine if such persons are actually operating under separate leases or operating agreements and each is in fact entitled to a separate share of the crop(s). If it is found that only one of such persons is a party to the lease or operating agreement, the name of the other person should be omitted from form 309A and the acreage shares of such persons should be combined.

- (2) The acreage of any such crop for any producer is substantially reduced by flood, hail, drought, insects, or plant-bed disease in 1939; or
- (3) For any reason the total acreage of cotton on the farm in 1939 is less than 80 percent of the cotton acreage allotment established for the farm and the acreage of cotton which is or would have been grown thereon by any tenant or sharecropper in 1939 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally grow thereon,

circle on form 309A the acreage figures, if any, taken from Section II of form 312 (or Section III of Form SHM-304) and enter immediately above or to the right thereof the acreage shares to which the county committee finds the different producers would have been entitled if the entire acreage in the allotment for such crop had been planted and harvested in 1939. In no event will the acreage share so determined for any producer be less than such producer's acreage share of the 1939 planted acreage of such crop, as shown in Section II of form 312.

Where any of the conditions described in (1), (2), or (3) above exists, the farm operator or other producer on the farm must submit to the county committee a signed statement setting forth the following information, before the committee attempts to determine the acreage shares for each producer:

- (a) The normal acreage of each of the crops in question grown by each producer (or his predecessor) on the farm, as well as the division of such crop under the terms of the lease or operating agreement.
- (b) The acreage and division of each of the crops in question which, according to his lease or operating agreement, would have been grown by such producer in 1939 if the entire acreage in the acreage allotment for such crop had been grown on the farm in 1939.

The information submitted by the farm operator shall be carefully considered by the county committee and the normal acreage data compared with all available records in the county office. The operator's statement shall be kept as a permanent record in the county office.

Where the acreage allotment for any crop is divided among the interested persons pursuant to provision (2) above (by reason of the fact that the acreage of such crop for one or more such persons was substantially reduced by flood, hail, drought, insects, or plant-bed disease), the name of such crop, followed by the cause of such reduction, shall be entered below line 18 of form 309A. For example, "Cotton - flood".

The division of the cotton acreage determined by the county committee pursuant to provision (3) above will not become effective as a basis for dividing the payment or deduction computed with respect to such crop unless all the persons who are entitled to share in such crop at the time of harvest agree in writing to such division. This agreement may be signified by the fact that all such persons sign the application for payment covering the farm or it may be signified on a separate statement. The latter alternative is probably advisable in those cases where it is possible that some of the interested persons may not be available to sign the application for payment but are available at the time the county committee makes its determination. The statement referred to must set forth (a) the name and address of each interested person; (b) such person's acreage share of the actual 1939 planted acreage of cotton; (c) such person's acreage share (as determined by the county committee) of the cotton acreage allotment, and (d) a statement that such acreages are correct and are in accordance with the determination of the county committee and the agreement of all interested persons. The statement must be properly signed by all interested persons, and a sufficient number of copies prepared to allow one of same to be attached to the agricultural conservation application and one to each price adjustment application prepared with respect to the farm.

Where there is only one producer unit on the farm and no acreage of a given crop is grown in 1939, the acreage in the allotment shall be divided between the tenant or sharecropper and the landlord, if any, in accordance with the division of the crop set forth in the lease or operating agreement. Where there is only one producer unit on the farm and if any acreage of the crop is grown, it must be divided in accordance with the division set forth in the lease or operating agreement.

In any case where it appears, from the acreage shares of the different producers (whether division is made on the basis of the acreage grown in 1939 or on the basis of the acreage allotment), that there may have been a change in 1939 between the landlord or operator and the tenants or sharecroppers which would increase the amount of payment to such landlord or operator with respect to the farm in question over the amount which he would have otherwise received, and in any case where it appears that the landlord or operator has reduced the number of tenants or sharecroppers below the average number on the farm during the three years 1936-1938, the county committee shall make a thorough investigation of the case in accordance with the instructions set out in 1939 General Letter No. 15, which was issued by this Division under date of May 23, 1939. If the committee finds from this investigation that an unjust change or reduction has been made by the landlord or operator, it shall set forth its findings and recommendations in a statement signed by at least two of its members and attach such statement to the form 309A for subsequent attachment to the application(s) for payment and submission to the State office.

(A sufficient number of copies of the statement shall be prepared so that one copy may be furnished the landlord or operator, two copies attached to each application for payment prepared with respect to the farm, and one copy retained as a permanent record in the county office.)

Lines 6 through 17 and 19 through 42, column P: Enter following the name of each interested person the total units of approved soil-building practices carried out by such person on the farm in 1939, from Section II of form 312A. This involves the summarization for each person of all units of practices carried out by such person.

Where any person other than the landlord or operator is shown as carrying out soil-building practices and is not also shown as sharing in the soil-depleting crops, such person's relationship to the farm in question at the time the practices were carried out must be explained. The explanation must be in the form of a statement, signed by the producer in question and approved by a member of the county committee, attached to the form 309A for subsequent attachment to the application for payment and submission to the State office.

Line 18 (or line 43), columns M, N, O, and P: Total the acreage or unit shares in each column. If the acreage shares in column M, N, or O have been circled, enter separate totals for the circled and uncircled figures. If there are two sets of totals, the totals of the circled figures must equal the 1939 acreage figures in line 2 of the respective columns, and the totals of the uncircled figures must equal the allotment figures in line 3 of the respective columns. Where no figures have been circled, the totals of the columns must equal the 1939 acreage figures in line 2 of the respective columns.

The total of column P must equal the figure in line 4, column K.

After the form 309A has been completed, a careful check should be made to determine if normal farming operations have been carried out on the farm in 1939. If the total acreage of soil-depleting crops entered in line 2, column D, equals or exceeds 50 percent of the total allotment entered in line 3, column D, normal farming operations will be deemed to have been carried out and it will not be necessary to make any further check in this connection.

If the total acreage of soil-depleting crops is less than 50 percent of the total allotment, however, a further investigation must be made to determine if normal farming operations have been carried out; that is, whether at least 50 percent of the total allotment has been devoted to one or more of the following uses:

- (1) A crop seeded for harvest in 1939,
- (2) A crop (other than wild hay) harvested in 1939,

- (3) Summer-fallow in 1939,
- (4) Seeded legumes or grasses (other than those seeded in the fall of 1939), or
- (5) Small grains (other than small grains seeded in the fall of 1939) seeded for pasture in 1939.

Where the total acreage of soil-depleting crops is less than 50 percent of the total allotment, the results of the investigation shall be set forth as follows:

- (1) If it is found that normal farming operations (as set out above) were, in fact, carried out, enter the notation "Normal farming operations" immediately above line 1 of form 309A.
- (2) If it is found that the farm operator failed to carry out normal farming operations and the county committee determines that such failure was due to causes beyond his control, it shall set forth its findings and recommendations in a statement signed by at least two of its members and attach such statement to the form 309A for subsequent attachment to the application(s) for payment and submission to the State office. (A sufficient number of copies of the statement shall be prepared so that one copy may be attached to each application for payment prepared with respect to the farm and one copy retained as a permanent record in the county office.)
- (3) If it is found that the farm operator failed to carry out normal farming operations and the county committee determines that such failure was not due to causes beyond his control, the following notation shall be entered immediately above line 1 of form 309A: "Farm idle in 1939".

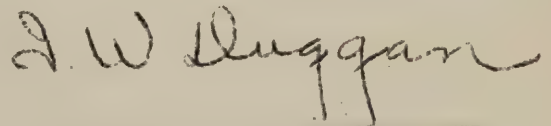
The county committee shall also carefully consider the farming operations of each person shown on the form 309A, to determine

- (1) If he has adopted any practice (including the misuse of "white" marketing cards in 1938) which tends to defeat any of the purposes of the 1939 or previous agricultural conservation programs (or the purposes of the 1939 Price Adjustment Program); or
- (2) If, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, he has offset, or has participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized; or

- (3) If, with respect to forest land or woodland owned or controlled by him, he has adopted any practice which is contrary to sound conservation practice; or
- (4) If he has adopted or participated in adopting any scheme or device, including the dissolution, re-organization, or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the limitation of payment (to \$10,000) set out in Section 11B of SRB-301B.

If the committee finds that any person has done one or more of the things outlined above, it shall set forth its findings and recommendations in a statement over the signature of at least two of its members. A sufficient number of copies of the statement shall be prepared so that two copies may be submitted to the State office with each applicable application for payment, one copy forwarded to the producer in question, and one copy retained as a permanent record in the county office.

Issued July 29, 1939, with the approval of the Acting Administrator.



I. W. Duggan,
Director, Southern Division.

SRB-304B
Amendment 1

Issued September 11, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 304B

INSTRUCTIONS FOR FILLING OUT FORM SR-309-A,
"APPLICATION WORK SHEET"

(Applicable to all farms in Area B)

Amendment 1

The second paragraph on page 2 of Southern Region
Bulletin 304B is hereby amended to read as follows:

"Line 3(a), column B: Enter the total acreage of cropland in the farm. This includes all farm land which in 1938 was tilled or was in a regular rotation. For all Group 1-A cotton farms, this figure will be taken from column 5 of Form ACP-84, "Listing Sheet for 1939 Farm Cotton Acreage Allotments and Yields"; for all farms other than Group 1-A cotton farms, this figure will be taken from line 22, column C, of Form SR-208, "Report of Performance", (line 14, column A, of Form SR-208 - Pulaski County, Arkansas, "Report of Performance", for Pulaski County, Arkansas) if performance was checked on the farm in 1938. In all other cases the acreage of cropland must be determined by the county committee".

Issued September 11, 1939, with the approval of the Acting
Administrator.

I. W. Duggan

I. W. Duggan
Director, Southern Division.

DEPARTMENT OF THE HISTORY OF ARTS AND ARCHITECTURE

OFFICE OF THE DEAN

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Issued September 23, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 304B

INSTRUCTIONS FOR FILLING OUT FORM SR-309A,
"APPLICATION WORK SHEET"

(Applicable to all farms in Area B)

Amendment 2

The first paragraph beginning on page 8 of Southern Region Bulletin 304B is hereby amended to read as follows:

"Where the total acreage of soil-depleting crops is less than 50 percent of the total allotment, the results of the investigation shall be set forth as follows:

- (1) If it is found that normal farming operations (as set out above) were, in fact, carried out, enter the notation 'Normal farming operations' immediately above line 1 of form 309A.
- (2) If, in the judgment of the county committee, a farm is not idle even though normal farming operations were not carried out on the farm, in accordance with the above provisions, the county committee shall set forth its findings and recommendations in a statement, signed by at least two of its members, and attach such statement to the form 309A for subsequent attachment to the application(s) for payment and submission to the State office. (A sufficient number of copies of the statement shall be prepared so that one copy may be attached to each application for payment prepared with respect to the farm and one copy retained as a permanent record in the county office.)
- (3) In all cases where normal farming operations were not carried out on the farm, except those described in (2) above, the following notation shall be entered immediately above line 1 of form 309A: 'Farm idle in 1939'."

Issued September 23, 1939, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan
Director, Southern Division.

October 19, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 304B

INSTRUCTIONS FOR FILLING OUT FORM SR-309A,
"APPLICATION WORK SHEET"

(Applicable to all farms in Area B)

Amendment 3

The fourth paragraph on page 3 of Southern Region Bulletin 304B is hereby amended to read as follows:

"Line 3, columns F and G: Enter the acreage allotments established for the crops in line 1, columns F and G, from the applicable columns 8, 9, 10, or 11 of Form SR-304-G in the case of tobacco, rice, peanuts, potatoes, or wheat; from column 12 or 13 (whichever is applicable) of Form SR-304 Celery, for group 1 farms and column 8 or 9 (whichever is applicable) of such form for group 2 farms in the case of celery; and from column 14 or 15 (whichever is applicable) of Form SR-304-V in the case of commercial vegetables. If the words "Usual wheat" have been entered in line 1 of the respective column, enter the usual wheat acreage from column 16 of Form SR-204-W."

The sixth paragraph on page 3 of Southern Region Bulletin 304B is hereby amended to read as follows:

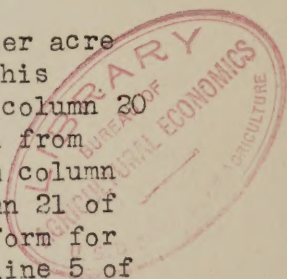
"Line 4, columns F and G: Enter the approved yields per acre for the crops listed in line 1, columns F and G. For wheat this figure will be taken from column 23 of Form SR-204-W or from column 20 if column 23 has not been executed; for rice it will be taken from column 15 of Form SR-304-R; for peanuts it will be taken from column 17 of Form SR-304-P; for potatoes it will be taken from column 21 of Form SR-304-Po for group 1 farms and from column 27 of such form for group 2 farms; for flue-cured tobacco it will be taken from line 5 of Form 39-Tobacco 1 for group 1 farms and from column 8 of Form 39-Tobacco 2 for group 2 farms; for Burley tobacco it will be taken from column 13 of Form SR-304-TB; for Georgia-Florida Type 62 tobacco it will be taken from column 3 or 5 (whichever is applicable) of Form SR-204-T62 for group 1 farms and from column 10 or 12 (whichever is applicable) of such form for group 2 farms; and for celery it will be taken from column 19 or 21 (whichever is applicable) of Form SR-304 Celery."

Issued October 19, 1939, with the approval of the Acting Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

DEC 21 1939
No. 304B, amend. 3
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Issued November 9, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

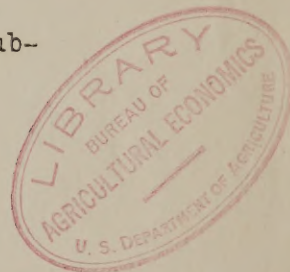
1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 304B
INSTRUCTIONS FOR FILLING OUT FORM SR-309A, "APPLICATION WORK SHEET."
Amendment 4

Southern Region Bulletin 304B is hereby amended by adding the following new paragraph near the middle of page 3, following the instructions for executing line 3, columns E, F, and G of Form SR-309A:

In all cases the acreage allotment to be entered in line 3, column E, F, or G will be the final and correct allotment. In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting, of an acreage allotment for a commodity larger than the finally approved acreage allotment for that commodity and was not notified of the finally approved acreage allotment until after planting was completed, and the county committee finds that such producer, acting solely upon information contained in the erroneous notice, planted an acreage to the commodity in excess of the finally approved acreage allotment, a statement containing the information set out below shall be executed by the farm operator and at least two members of the county committee. A sufficient number of copies of the statement shall be prepared so that two copies thereof may be attached to the agricultural conservation application and any applicable price adjustment application and submitted therewith to the State office.

- (1) The amount of the erroneous acreage allotment
- (2) The date the notice of the erroneous acreage allotment was mailed to the producer
- (3) The acreage which had been planted (seeded) to the commodity on the farm at the time the notice of the erroneous acreage allotment was received by the producer.
- (4) The amount of the correct acreage allotment



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304B, Amend. 4

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- (5) The date the notice of the correct acreage allotment was mailed to the producer
- (6) The acreage which had been planted (seeded) to the commodity on the farm at the time the notice of the correct acreage allotment was received by the producer
- (7) A statement that the producer, in planting an acreage to the commodity in excess of the correct acreage allotment, acted solely upon the information contained in the notice of the erroneous acreage allotment.

Issued November 9, 1939, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan, *I*

Director, Southern Division.